

Diploma in Hospitality Management

Introduction

Welcome to your UK Open Learning course in Tourism and Hospitality Management.

The course is designed to give you an overview of the skills and knowledge needed to operate within a hotel management function, and a clear understanding of the skills and knowledge required to be a successful manager within the industry.

Certification

To obtain the College Diploma students are required to complete 12 written Tutor Marked Assignments. These can be found at the end of each unit. They should be used not only as a test of your knowledge, but also as a means of researching the industry and obtaining a better understanding of the hotel and catering business.

Do NOT send all your assignments in for marking at one time as they will be returned unmarked. The purpose of the assignments are to gauge your work on an ongoing basis and correct any errors before you move on to the next assignment.

Students should ensure that they take the time and effort needed to complete these assignments by not only covering all the work provided in the units but also extra reading where they can.

Student must obtain a minimum 60% for each assignment to be awarded the Diploma in Hospitality Management.

When completing an Assignment

Please will you ensure you carry out the following when submitting an assignment for marking.

1. All assignments must be word-processed; no hand written assignments will be accepted.
2. All assignments should be completed in Microsoft Word format.
3. Back-up and keep a copy of all your work in case it gets lost in cyberspace or in the post. Assignments are retained by the college for moderation at the accreditation stage and cannot be returned to the student.
4. All assignments should be in Ariel font.
5. All assignments should be in 12-font size.
6. All assignments should be in 1.5 line spacing.
7. All assignment pages should be “justified.”
8. All assignment pages are numbered.

Assignments can be posted to emailed to your tutor

If you are unsure on any of the above please contact us for an explanation.

Please ensure each assignments has the following information provided when sending in for marking:

1. Your name
2. Your address
3. Your student number
4. The course title
5. Your assignment number

Study Suggestions

We suggest you read through your course as though you were reading a book, to get the feel for your chosen subject. Once you have completed the read through start back at the beginning and work through the course at a pace to suit your requirements.

Try and plan a time during your day that you set aside for your studies, choose a quiet and comfortable place and make sure you tell the people you live with, or work with, know that this is your “quality study time.”

Never try to do more than 45 minutes at any one time, take a break and have a cup of tea between your study periods.

Being a distance learning student, you should be planning to spend between 5 and 7 hours a week on your course, if you are in full time employment and have a family or social life.

Take your time, rushing a course to just get a Diploma is not the way to proceed, we are here to help you improve your skills and knowledge in your chosen field.

When you submit your assignments, please take care and read all the questions, do not rush your answers, and present your work in a clean, tidy and precise manner.

Remember, if you had to submit a report in a business, you would not have scratching outs or missing answers to questions.

If English is not your first language, or you have any form of disability which might hamper your studies, please let us know and we can take this into consideration when your assignments come in for marking.

Good luck and we hope you enjoy your course with us.

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